



ROE
ENVIRONMENTAL
LIMITED

HEALTH AND SAFETY POLICY DOCUMENT

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HEALTH AND SAFETY POLICY DOCUMENT

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INTRODUCTION

SUCCESSFUL HEALTH AND SAFETY MANAGEMENT – we acknowledge that organisations need to manage health and safety with the same degree of expertise and to the same standards as other core business activities, if they are effectively to control risks and prevent harm to people.

We have adopted the framework of the new HSG65 and the principles laid down in the British Standard Specification OHSAS18001:2007; following the processed based Demming Cycle of Plan, Do, Check, Act, as our template for managing our health and safety system and for ensuring we embrace continuous improvement, and the diagram below shows the key elements of successful health and safety management.

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

The key to addressing health and safety requirements is to ensure we have a good, solid framework for setting out our system of management. This helps us with documenting only those issues which are 'significant' and being confident of ignoring (for the time being) those that are not.



SUMMARY OF PLAN, DO, CHECK, ACT

Plan

- Think about where we are now and where we need to be
- Say what we want to achieve, who will be responsible for what, how we will achieve our aims, and how we will measure our success. We may need to write down this **policy** and our plan to deliver it
- Decide how we will measure performance. Think about ways to do this that go beyond looking at accident figures - look for leading as well as lagging indicators. These are also called active and reactive indicators
- Consider fire and other emergencies. Co-operate with anyone who shares our workplace and co-ordinate plans with them
- Remember to plan for changes and identify any specific legal requirements that apply to us

Do

Identify our risk profile

- Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what we will do to manage the risk
- Decide what the priorities are and identify the biggest risks

Organise your activities to deliver your plans

- In particular, aim to;
- Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours
- Provide adequate resources, including competent advice where needed

Implement your plan

- Decide on the preventive and protective measures needed and put them in place
- Provide the right tools and equipment to do the job and keep them maintained
- Train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed

Check

Measure your performance

- Make sure that your plans have been implemented, 'paperwork' on its own is not a good performance measure
- Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful
- Investigate the causes of accidents, incidents or near misses

Act

Review your performance

- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations
- Revisit plans, policy documents and risk assessments to see if they need updating
- Take action on lessons learned, including from audit and inspection reports

THE OBJECTIVE - To prevent, insofar as it is reasonably practicable, whilst carrying out work, any accidental occurrence which may directly or indirectly result in:-

- Injury to any person
- Damage to, or loss of any plant, equipment, property, materials or products
- Delays in any processes or operation
- Events which may otherwise be detrimental to efficiency and/or prestige of the organisation

SCOPE - The Policy is applicable to all ROE ENVIRONMENTAL LIMITED employees. This Policy will also apply to all persons having responsibilities which relate to and necessitate their presence and the execution of their duties within the areas of ROE ENVIRONMENTAL LIMITED sites/ premises. These persons include contractors carrying out works on sites, the premises, visitors and clients.

RESPONSIBILITY - The application and promotion of the Policy is the responsibility of senior management and whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management.

PERSONNEL OBLIGATIONS - All company employees, regardless of their status, are expected to abide by the principles of this policy as and where applicable. We also expect the co-operation of all those mentioned within the 'scope' section of this Policy to work in such a way that accidents to themselves and others will be prevented.

APPLICATION - The following principles shall be applied to all operations undertaken by the company and shall be the basis of any specific instructions, methods or systems which may be necessary in order to achieve the policy objective. To ensure that this policy can be successfully implemented, senior management shall provide such reasonable funds as may be necessary.

PRECAUTIONARY MEASURES - Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. The company will take into account those factors which help to eliminate injury, damage and waste.

TRAINING AND INSTRUCTION - Employees shall be made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them and where necessary shall be suitably trained or instructed to enable them to carry out their tasks in a safe and efficient manner.

Training will be carried out by the company's safety representative; or consultant; with regards to safety matters. The practicalities and 'method of work' training will be carried out by the company's managers/ supervisors/ site foremen, and overseen by the safety representative; or consultant.

Employees will be trained in the safe use of plant/ equipment which they will be using for their work. Training shall be carried out by a recognised training body and certification obtained. Employees will be instructed on how to use plant/ equipment safely, directly by the manufacturer/ supplier/ hirer, or by the Company's supervisors/ site foremen, who themselves would have been instructed on how to use the plant/ equipment properly and safely. To ensure all the company's employees are kept up-to-date with safety matters the company has formulated a library of safety information, Codes of Practices and Health and Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law etc.

The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/ or the premises which they are undertaken shall be observed.

PLANNING AND CONTROL - All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all those mentioned in the Scope section of this Policy and that to understand their joint responsibilities, joint consultation will be necessary.

HEALTH AND WELFARE - Adequate provision shall be made for the welfare needs of employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be the subject of strict precautionary measures.

LEGISLATION

This document also refers within its text to other legislation relevant to our operations and scope of business, and seeks to address the requirements placed on the company primarily by The Health and Safety at Work etc Act 1974, the primary piece of legislation covering occupational health and safety in the United Kingdom.

EXPECTATIONS

All Company personnel will be expected to become familiar with the content of this document so that they understand how we intend to maintain the Health and Safety standards.

DOCUMENTATION

This policy document is made up of the following documentation, which collectively, shall be known as our Health and Safety Policy Document;

- i) Policy Statement
- ii) Organisation Structure
- iii) Statements of Responsibility
- iv) Arrangements for Health and Safety (Safe Systems of Work)
- v) Risk assessment
- vi) Monitoring of Health and Safety

The Company's policy for dealing with most ordinary site occurrences is detailed on the following pages. It is not possible to include every eventuality in this document but the main regulations and legislation have been addressed.

The purpose of this document is to assist the safety representative/ responsible person to properly understand and discharge his/ her health and safety responsibilities.

HEALTH AND SAFETY DOES NOT HAPPEN BY ACCIDENT. EVERYONE IN THE COMPANY HAS A PART TO PLAY AND EVERYONE'S ROLE IS CRUCIAL IN ACHIEVING A SAFE WORKING ENVIRONMENT

NOTE: The information provided within this document is only an overview of the legislation that applies to the scope of works carried out by ROE ENVIRONMENTAL LIMITED.

In certain situations reference has been made to other sources of information which are held by the company to support the health and safety message and to provide a basis for training within the company, in particular this includes information from the Health and Safety Executive.